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### Student Trainee (Life Cycle Project Director) GS-399-07

#### **MAJOR DUTIES**

1. Serves as a graduate level Student Career Experience Program (SCEP) trainee performing a variety of assignments within the Life Cycle Program Management field involving different and unrelated situations, processes and methods. Completes on-the-job training, and/or self development as set forth in the incumbent's Individual Development Plan and Training Agreement. Works independently or as a team member performing assignments of average difficulty and responsibility progressing to the more difficult which require and enhance knowledge and experience in the principles, concepts, practices and techniques utilized in career program area. (100%)

## FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-5 750 POINTS

Knowledge of basic principles, practices, and methods of the specific functional area(s) acquired through structured on-the-job and classroom training sufficient to do entry level work.

## FACTOR 2. SUPERVISORY CONTROLS - LEVEL 2-1 125 POINTS

The supervisor instructs the employee on what to do, the methods to use, what to look for, and what to bring to the supervisor's attention. The supervisor assigns development tasks, or tasks involving the use of new formats, methods, or procedures, the supervisor typically provides detailed and specific instructions. The employee will consult with the supervisor or a higher-grade co-worker when clarification of instructions is necessary. The supervisor reviews work while in progress and upon completion to see that the employee followed directions and the results are complete and accurate.

## FACTOR 3. GUIDELINES - Level 3-2 125 POINTS

The employee uses a number of procedural guidelines that specifically cover the assigned work. These guidelines include such items as clear precedents applicable to similar situations, applicable portions of functional area handbooks or agency manuals, and/or written instructions. The employee uses judgment in locating and selecting the proper procedural and technical instructions and in performing those aspects of the work not specifically prescribed. The employee refers situations that do not readily fit instructions or applicable guidelines to the supervisor or a higher-grade employee.

#### FACTOR 4. COMPLEXITY - LEVEL 4-3 150 POINTS

The work involves the use of different and unrelated processes and methods. Decisions of what needs to be done depend upon analysis of the subject, phase or issue involved in each assignment, and the course of action may have to be selected from many alternatives.

## FACTOR 5. SCOPE AND EFFECT - LEVEL 5-3 150 POINTS

The work involves a variety of conventional problems, questions, or situations, which must be addressed and resolved through unrelated, but established processes. Reports and recommendations affect the operations and management of systems or programs studied.

# FACTOR 6 and FACTOR 7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS LEVEL 2B 75 POINTS

Contacts are with employees and managers within and outside the Command. Occasional contract with private contractors.

Purpose of contacts is to exchange information, plan, coordinate, make recommendations on work studies and/or analyzed and to recommend solutions to problems in areas studies.

# FACTOR 8. PHYSICAL DEMANDS - LEVEL 8-1 5 POINTS

Work is primarily sedentary. No significant physical agility or exertion required.

## FACTOR 9. WORK ENVIRONMENT - LEVEL 9-1 5 POINTS

Work is usually performed in an office setting with adequate heating, lighting, and ventilation. No significant risk, discomfort or safety factors.

TOTAL POINTS - 1385